

## RESUME

NAME Patrizia Maria Morgan  
ADDRESS

MOBILE:  
EMAIL:

PERSONAL DETAILS:  
MARITAL STATUS  
CHILDREN

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### EMPLOYMENT HISTORY

|          |  |
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| DATE     | 2017 to Current<br>Retired   |
| DATE     | 2008 to 2017   |
| EMPLOYER | Morgan Maurer Pty Ltd<br>Self Employed (owner of Ruby's Cafe & Books,<br>Skipper's Seafoods, Mum's Seafood Restaurant) |
| DATE     | 2006 to 2008   |
| EMPLOYER | Railcorp<br>FOI Officer (Paralegal)  |
| DATE     | 2002 to 2004   |
| EMPLOYER | Various Temp duties for Agencies.  |
| DUTIES   | Accounts Departments - various duties  |
| DATE     | 1998 to 2000   |
| EMPLOYER | Boral Plasterboard<br>Camellia   |
| DUTIES   | Data Entry Clerk/ Accounts clerk (Senior)  |

Financial Support Officer)  
Maintaining Fixed Assets Expenditure and  
Capitalisation to monthly reconciliation stage  
Entering Recharges and Reconciling monthly  
Entering and reconciling Subcontractors hours  
and wages and reconciling the account monthly  
Relief switchboard  
Maintaining of register of all Journals entered by  
Accountants  
Microsoft Word  
Excel  
Access

DATE July 1998 to November 1998

EMPLOYER Australian Taxation Office  
6 month temporary assignment  
General office duties  
Data entry of Tax returns

DATE January 1998 to July 1998

EMPLOYER Penrith Personnel

POSITION Various temporary positions as  
Accounts Payable Clerk/Data Entry

DATE September 1989 to January 1998

EMPLOYER Olympic 3 Pty Ltd  
Blacktown

DUTIES All aspect of office duties  
Accounts Receivables  
Accounts Payables

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EDUCATION

Highest Tertiary Studies

Current. Master Degree in Theology  
Post Graduate Diploma IT 2000 UNE

Bachelor Arts Degree  
1992 UWS/ Macquarie University Sydney

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Australia College of Journalism  
Prof. Creative Writing

Tertiary Studies

Statement of Attainment in Excel (Intermediate)

Schooling

HSC

Hobbies

My Family  
Cooking  
Photography  
Writing

SKILLS

HTML  
Access Database  
Win95, Win3.x,  
Excel (various versions) to Advanced Level  
Word (various versions) to Advanced Level  
Linux  
C++ basic programming  
Email (Outlook & others)  
Quickbooks,  
MK8 (Financial Management)  
Unix systems management (fundamentals)  
40wpm typing  
data entry : 13000ks 98% - 100% accuracy

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